

VOLUNTEER ACTIVITY REPORT INSTRUCTIONS

Use a separate sheet for each department. Please photocopy as needed.

❖ REPORTING VOLUNTEERS

At the beginning of each month, list the volunteers as of the first day of the month. At the end of the list add any volunteers added during the month.

❖ TYPE OF VOLUNTEERS

For each volunteer, indicate in the "Type" column which volunteer category the volunteer falls under. Use the following legend:

Fire	7704V	-	Firefighters
Police	7720V	-	Police Reserve
Police	8888V	-	Police Reserve-Motorcycle
EMS	7720E	-	Ambulance, EMS
Inside	8724I		Inside Volunteer
Outside	37240	-	Outside Volunteer
Elected/Appointed Officials	8742E*		Governing Board Only
Elected/Appointed Officials	8742F*		Governing Board and all Appointed Boards and Commissions

If you do not have a separate EMS department and your firefighters double as EMTs, they will be rated as firefighters.

*The equivalent payroll for these volunteers will be based on \$600 per official per year or the actual payroll, whichever is greater.

❖ RECORDING DAILY ACTIVITY & FIGURING EQUIVALENT PAYROLL

You have two options when reporting the daily activity of the volunteer.

1. Checking off the date worked - If you choose to use each day worked, the equivalent payroll for each volunteer will be \$100 per each week in which any days were worked.
2. Indicating how many *hours* worked each day - If you choose to use the number of hours worked each day, the payroll equivalent will be based on an hourly wage. For example, a police reserve working 3 hours would be figured by multiplying 3 times an assumed hourly rate of \$9.45, thus the equivalent payroll would be \$28.35. Should this equivalent payroll figure exceed \$100 per volunteer in any week, it will be limited to \$100 for that week.

HOURLY FIGURES TO BE USED TO DETERMINE PAYROLL EQUIVALENTS**

Firefighters and EMTs:	\$8.40 per hour
Police Reserves:	\$9.45 per hour
Inside/Outside:	Minimum Wage (currently \$5.15 per hour)

❖ KEEPING THIS RECORD

Keep this report to be used for the Workers' Compensation Audit. **It should be retained for a minimum of five years.** Do not send the report to TML Intergovernmental Risk Pool unless requested. You will need this information to verify volunteer activity for your audit. Should this information not be available, the maximum \$5,200 equivalent payroll for each volunteer will be used (\$100 x 52 weeks).

** Volunteers whose equivalent payroll is calculated based on the above hourly/weekly rates are eligible to receive the minimum weekly indemnity benefit (currently \$101.00). The Pool offers higher benefit options. For more information, please see the attached Volunteer Activity Report Supplement - Optional Income Benefits.

If you have any questions about completing this form, call (800) 537-6655.

VOLUNTEER ACTIVITY REPORT

DIRECTIONS: Enter the number of hours worked by each volunteer for any activity (including drills, meetings and training) or check each day the volunteer worked.
See Recording Daily Activity & Figuring Equivalent Payroll on reverse.

Organization: _____
Department: _____
Month: _____ **Year:** _____
Signature: _____

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